



The illustration provided below depicts a high-level timeline, often referred to as a Gantt chart, of the project. Additional detail on any of the aggregated tasks is available in Appendix B – Work Breakdown Structure.





## 13.2 Appendix B – Work Breakdown Structure

A list from the Microsoft Project project plan, as presented on the following three (3) pages, represents the tasks that LRWL and NDPERS will complete to develop the RFP, solicit proposals, evaluate proposals and select an acceptable proposal:

NDPERS Legacy Application System Replacement - Project Plan					
ID	WBS	Task Name	Start	Finish	Duration
1	1	<b>RFP Development and Publication</b>	Mon 7/10/06	Thu 11/30/06	104 days
2	1.1	Kickoff RFP Development	Mon 7/10/06	Mon 7/10/06	1 day
3	1.2	<b>Determine Structure</b>	Tue 7/11/06	Fri 7/14/06	4 days
4	1.2.1	Determine RFP Format and Organization	Tue 7/11/06	Tue 7/11/06	1 day
5	1.2.2	Determine RFP Scope	Tue 7/11/06	Wed 7/12/06	2 days
6	1.2.3	Develop RFP TOC	Thu 7/13/06	Fri 7/14/06	2 days
7	1.3	<b>Determine Contents</b>	Mon 7/17/06	Fri 8/18/06	26 days
8	1.3.1	<b>Document Current Environment</b>	Mon 7/17/06	Fri 8/4/06	16 days
9	1.3.1.1	Review material from feasibility study	Mon 7/17/06	Fri 7/21/06	1 wk
10	1.3.1.2	Gather additional material	Mon 7/24/06	Fri 8/4/06	2 wks
11	1.3.2	Develop RFP Subsection	Mon 8/7/06	Fri 8/18/06	2 wks
12	1.4	<b>Define Business Requirements</b>	Mon 7/17/06	Fri 8/25/06	30 days
13	1.4.1	<b>Review As Is Requirements</b>	Mon 7/17/06	Fri 8/25/06	30 days
14	1.4.1.1	Accounting	Mon 7/17/06	Fri 7/28/06	2 wks
15	1.4.1.2	Employer Relations	Mon 7/17/06	Fri 7/28/06	2 wks
16	1.4.1.3	Lump Sum	Mon 7/31/06	Fri 8/11/06	2 wks
17	1.4.1.4	Member	Mon 7/31/06	Fri 8/11/06	2 wks
18	1.4.1.5	Retirement Benefits	Mon 8/14/06	Fri 8/25/06	2 wks
19	1.4.1.6	Retirement Disability	Mon 8/14/06	Fri 8/25/06	2 wks
20	1.4.2	<b>Review To Be Requirements</b>	Mon 7/17/06	Tue 8/22/06	27 days
21	1.4.2.1	Distribute To Be Requirements Workbooks	Mon 7/17/06	Mon 7/17/06	1 day
22	1.4.2.2	<b>Determine Business Functionality</b>	Tue 7/18/06	Mon 8/7/06	15 days
23	1.4.2.2.1	Activity Tracking and Counseling	Tue 7/18/06	Mon 7/24/06	1 wk
24	1.4.2.2.2	Audit and Security	Tue 7/18/06	Mon 7/24/06	1 wk
25	1.4.2.2.3	Benefit Calculations	Tue 7/18/06	Mon 7/24/06	1 wk
26	1.4.2.2.4	Court Orders, QDROS and Divorce	Tue 7/18/06	Mon 7/24/06	1 wk
27	1.4.2.2.5	Death Benefits	Tue 7/18/06	Mon 7/24/06	1 wk
28	1.4.2.2.6	Disability and Appeals	Tue 7/18/06	Mon 7/24/06	1 wk
29	1.4.2.2.7	Employer Reporting and Accounting	Tue 7/18/06	Mon 7/24/06	1 wk
30	1.4.2.2.8	Enrollment	Tue 7/18/06	Mon 7/24/06	1 wk
31	1.4.2.2.9	Estimates	Tue 7/25/06	Mon 7/31/06	1 wk
32	1.4.2.2.10	Funds Management	Tue 7/25/06	Mon 7/31/06	1 wk
33	1.4.2.2.11	General Reporting and Query	Tue 7/25/06	Mon 7/31/06	1 wk
34	1.4.2.2.12	Global and Miscellaneous	Tue 7/25/06	Mon 7/31/06	1 wk
35	1.4.2.2.13	Member Beneficiary	Tue 7/25/06	Mon 7/31/06	1 wk
36	1.4.2.2.14	Membership Statement	Tue 7/25/06	Mon 7/31/06	1 wk
37	1.4.2.2.15	Multiple Service / Reciprocity	Tue 7/25/06	Mon 7/31/06	1 wk
38	1.4.2.2.16	Payroll, including Post Retirement Adjustments	Tue 7/25/06	Mon 7/31/06	1 wk
39	1.4.2.2.17	Power of Attorney, Guardian, Trustee	Tue 8/1/06	Mon 8/7/06	1 wk
40	1.4.2.2.18	Purchase of Service	Tue 8/1/06	Mon 8/7/06	1 wk
41	1.4.2.2.19	Refunds	Tue 8/1/06	Mon 8/7/06	1 wk
42	1.4.2.2.20	Return to Work	Tue 8/1/06	Mon 8/7/06	1 wk
43	1.4.2.2.21	Tax Reporting	Tue 8/1/06	Mon 8/7/06	1 wk
44	1.4.2.2.22	Third Party Payments	Tue 8/1/06	Mon 8/7/06	1 wk
45	1.4.2.2.23	General Ledger	Tue 8/1/06	Mon 8/7/06	1 wk
46	1.4.2.2.24	Imaging and Workflow	Tue 8/1/06	Mon 8/7/06	1 wk
47	1.4.2.3	Reviews Completed	Tue 8/8/06	Tue 8/8/06	1 day
48	1.4.2.4	Develop RFP Subsection	Wed 8/9/06	Tue 8/22/06	2 wks
49	1.5	<b>Define Technical Requirements</b>	Mon 7/17/06	Tue 8/22/06	27 days
50	1.5.1	Distribute Technical Requirements Workbook	Mon 7/31/06	Mon 7/31/06	1 day
51	1.5.2	Review the workbook with NDPERS	Tue 8/1/06	Thu 8/3/06	3 days
52	1.5.3	Gather source material for RFP section	Fri 8/4/06	Thu 8/10/06	1 wk
53	1.5.4	Inventory Hardware and Software	Fri 8/11/06	Thu 8/17/06	5 days
54	1.5.5	Assess suitability for new LOB	Fri 8/18/06	Tue 8/22/06	3 days
55	1.5.6	<b>Review Data Structures</b>	Mon 7/17/06	Thu 7/27/06	9 days
56	1.5.6.1	Gather Table Structures	Mon 7/17/06	Mon 7/17/06	1 day
57	1.5.6.2	Review Structures with IT and ITD	Tue 7/18/06	Thu 7/20/06	3 days
58	1.5.6.3	Develop RFP subsection	Fri 7/21/06	Thu 7/27/06	5 days





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ID	WBS	Task Name	Start	Finish	Duration
59	1.5.7	<b>Review Interfaces (Imaging, Web, PS and others)</b>	Fri 8/4/06	Fri 8/18/06	11 days
60	1.5.7.1	Identify and review current interfaces	Fri 8/4/06	Fri 8/4/06	1 day
61	1.5.7.2	Determine "to be" interface requirements	Mon 8/7/06	Fri 8/11/06	1 wk
62	1.5.7.3	Develop RFP subsection	Mon 8/14/06	Fri 8/18/06	1 wk
63	1.5.8	<b>Define Other Technical Requirements</b>	Fri 8/4/06	Tue 8/15/06	8 days
64	1.5.8.1	Determine other technical requirements	Fri 8/4/06	Tue 8/8/06	3 days
65	1.5.8.2	Develop RFP Subsection	Wed 8/9/06	Tue 8/15/06	1 wk
66	1.6	<b>Define Mandatory Options</b>	Wed 8/23/06	Tue 9/5/06	10 days
67	1.6.1	Gather high-level requirements data	Wed 8/23/06	Tue 8/29/06	1 wk
68	1.6.2	Produce RFP subsection	Wed 8/30/06	Tue 9/5/06	1 wk
69	1.7	<b>Define Other Requirements</b>	Mon 8/28/06	Mon 9/25/06	21 days
70	1.7.1	Distribute Workbook Template	Mon 8/28/06	Mon 8/28/06	1 day
71	1.7.2	<b>Review the templates with NDPERS</b>	Tue 8/29/06	Mon 9/18/06	15 days
72	1.7.2.1	Project Management Requirements	Tue 8/29/06	Mon 9/4/06	1 wk
73	1.7.2.2	New Functionality	Tue 8/29/06	Mon 9/4/06	1 wk
74	1.7.2.3	Process & Organizational Change Requirements	Tue 8/29/06	Mon 9/4/06	1 wk
75	1.7.2.4	Data Requirements	Tue 8/29/06	Mon 9/4/06	1 wk
76	1.7.2.5	Project Staffing Requirements	Tue 9/5/06	Mon 9/11/06	1 wk
77	1.7.2.6	Training Requirements	Tue 9/5/06	Mon 9/11/06	1 wk
78	1.7.2.7	Testing Requirements	Tue 9/5/06	Mon 9/11/06	1 wk
79	1.7.2.8	Disaster Recovery Requirements	Tue 9/5/06	Mon 9/11/06	1 wk
80	1.7.2.9	Warranty & Post Warranty Support Requirements	Tue 9/12/06	Mon 9/18/06	1 wk
81	1.7.2.10	Project Timetable	Tue 9/12/06	Mon 9/18/06	1 wk
82	1.7.2.11	Proposal Evaluation Criteria	Tue 9/12/06	Mon 9/18/06	1 wk
83	1.7.3	Develop RFP Other Requirements Section	Tue 9/19/06	Mon 9/25/06	5 days
84	1.8	<b>Develop Vendor Proposal Structure</b>	Mon 7/17/06	Wed 9/20/06	48 days
85	1.8.1	Distribute Workbook Template	Wed 9/6/06	Wed 9/6/06	1 day
86	1.8.2	Gather NDPERS Standards Language	Thu 9/7/06	Wed 9/13/06	1 wk
87	1.8.3	Format of Offeror Technical Proposals	Thu 9/14/06	Wed 9/20/06	1 wk
88	1.8.4	Cost Proposal Spreadsheets	Thu 9/14/06	Wed 9/20/06	1 wk
89	1.8.5	Invoicing / Payment / Holdback	Thu 9/14/06	Wed 9/20/06	1 wk
90	1.8.6	Procurement Terms & Conditions	Thu 9/14/06	Wed 9/20/06	1 wk
91	1.8.7	Assemble RFP Attachments	Mon 7/17/06	Wed 9/20/06	9.6 wks
92	1.9	RFP Components Complete	Tue 9/26/06	Tue 9/26/06	1 day
93	1.10	<b>Finalize RFP</b>	Wed 9/27/06	Wed 11/29/06	46 days
94	1.10.1	Complete RFP Assembly	Wed 9/27/06	Fri 9/29/06	3 days
95	1.10.2	Conduct internal QA review	Mon 10/2/06	Fri 10/13/06	2 wks
96	1.10.3	<b>Review Cycle 1</b>	Mon 10/16/06	Fri 11/3/06	15 days
97	1.10.3.1	Submit to NDPERS for review	Mon 10/16/06	Mon 10/16/06	1 day
98	1.10.3.2	NDPERS Internal Review	Tue 10/17/06	Wed 10/25/06	7 days
99	1.10.3.3	LRWL Modifications	Thu 10/26/06	Fri 11/3/06	7 days
100	1.10.4	<b>Review Cycle 2</b>	Mon 11/6/06	Fri 11/24/06	15 days
101	1.10.4.1	Submit to NDPERS for review	Mon 11/6/06	Mon 11/6/06	1 day
102	1.10.4.2	NDPERS Internal Review	Tue 11/7/06	Wed 11/15/06	7 days
103	1.10.4.3	LRWL Modifications	Thu 11/16/06	Fri 11/24/06	7 days
104	1.10.5	Approve Final RFP	Mon 11/27/06	Tue 11/28/06	2 days
105	1.10.6	RFP Approved	Wed 11/29/06	Wed 11/29/06	1 day
106	1.11	Implementation Vendor RFP Issued	Thu 11/30/06	Thu 11/30/06	1 day
107					
108	2	<b>Procurement</b>	Thu 11/30/06	Thu 5/31/07	131 days
1	1	Distribute RFP	Thu 11/30/06	Thu 11/30/06	1 day
2	2	<b>Evaluation Document and Other</b>	Fri 12/8/06	Fri 1/5/07	21 days
3	2.1	Develop and approve outline	Fri 12/8/06	Thu 12/14/06	5 days
4	2.2	Draft the document	Fri 12/8/06	Mon 12/18/06	7 days
5	2.3	Submit to IPERS	Tue 12/19/06	Tue 12/19/06	1 day
6	2.4	IPERS Reviews document	Wed 12/20/06	Fri 12/29/06	8 days
7	2.5	Review with IPERS and Incorporate changes	Mon 1/1/07	Wed 1/3/07	3 days
8	2.6	Submit Final Draft	Thu 1/4/07	Fri 1/5/07	2 days





NDPERS Legacy Application System Replacement - Project Plan					
ID	WBS	Task Name	Start	Finish	Duration
9	3	<b>Educate Selection Team</b>	<b>Mon 12/25/06</b>	<b>Mon 1/8/07</b>	<b>11 days</b>
10	3.1	Identify evaluation committee	Mon 12/25/06	Mon 12/25/06	1 day
11	3.2	Review the Evaluation Methodology Document	Mon 1/8/07	Mon 1/8/07	1 day
12	4	<b>Bidders Conference</b>	<b>Fri 12/1/06</b>	<b>Wed 12/27/06</b>	<b>19 days</b>
13	4.1	Develop, submit and approve agenda	Fri 12/1/06	Thu 12/7/06	5 days
14	4.2	Receive Bidder Questions	Fri 12/1/06	Thu 12/14/06	10 days
15	4.3	Draft Answers to Bidder Questions	Fri 12/15/06	Tue 12/26/06	8 days
16	4.4	Conduct Bidders Conference	Wed 12/27/06	Wed 12/27/06	1 day
17	5	<b>Answer Bidder Questions</b>	<b>Thu 12/28/06</b>	<b>Mon 1/1/07</b>	<b>3 days</b>
18	5.1	Finalize Answers to Bidders Questions	Thu 12/28/06	Fri 12/29/06	2 days
19	5.2	Review and Approve Answers	Mon 1/1/07	Mon 1/1/07	1 day
20	5.3	Publish answers	Mon 1/1/07	Mon 1/1/07	1 day
21	6	Proposals Due	Mon 1/15/07	Mon 1/15/07	1 day
22	7	<b>Initial Proposal Review</b>	<b>Tue 1/16/07</b>	<b>Thu 2/22/07</b>	<b>28 days</b>
23	7.1	Review Proposals for Non-compliance	Tue 1/16/07	Wed 1/17/07	2 days
24	7.2	<b>Rectify Non-compliant Proposals</b>	<b>Thu 1/18/07</b>	<b>Wed 1/24/07</b>	<b>5 days</b>
25	7.2.1	Notify non-compliant vendors **	Thu 1/18/07	Thu 1/18/07	1 day
26	7.2.2	Receive modified proposals	Fri 1/19/07	Wed 1/24/07	4 days
27	7.3	Open Cost Proposals and eliminate outliers	Tue 1/16/07	Tue 1/16/07	1 day
28	7.4	Review compliant proposals	Thu 1/18/07	Thu 2/8/07	16 days
29	7.5	<b>Questions to Bidders</b>	<b>Thu 1/18/07</b>	<b>Thu 2/22/07</b>	<b>26 days</b>
30	7.5.1	Develop Bidder Questions and distribute	Thu 1/18/07	Wed 1/24/07	5 days
31	7.5.2	Review, revise, finalize and distribute	Thu 1/25/07	Mon 2/5/07	8 days
32	7.5.3	Receive and review vendor responses	Fri 2/16/07	Thu 2/22/07	1 wk
33	8	<b>Initial Scoring</b>	<b>Fri 2/9/07</b>	<b>Mon 2/12/07</b>	<b>2 days</b>
34	8.1	Develop initial score for vendors	Fri 2/9/07	Fri 2/9/07	1 day
35	8.2	Make first cut and notify Short-list Vendors	Mon 2/12/07	Mon 2/12/07	1 day
36	9	<b>Reference Checks</b>	<b>Tue 2/13/07</b>	<b>Mon 2/26/07</b>	<b>10 days</b>
37	9.1	Schedule and conduct reference checks	Tue 2/13/07	Mon 2/26/07	2 wks
38	10	<b>Product Demonstration Scenarios (PDS)</b>	<b>Tue 2/13/07</b>	<b>Thu 3/8/07</b>	<b>18 days</b>
39	10.1	Distribute scenarios to bidders	Tue 2/13/07	Tue 2/13/07	1 day
40	10.2	Schedule product demonstrations	Tue 2/13/07	Wed 2/14/07	2 days
41	10.3	Conduct Product Demonstrations	Tue 3/6/07	Thu 3/8/07	3 days
42	10.4	Review and document results	Tue 3/6/07	Thu 3/8/07	3 days
43	11	<b>Site Visits</b>	<b>Mon 3/19/07</b>	<b>Fri 3/30/07</b>	<b>10 days</b>
44	11.1	Schedule site visits	Wed 3/28/07	Fri 3/30/07	3 days
45	11.2	Conduct site visits	Mon 3/19/07	Fri 3/30/07	2 wks
46	11.3	Review and document results	Mon 3/19/07	Fri 3/30/07	2 wks
47	12	Re-scoring	Mon 4/2/07	Tue 4/3/07	2 days
48	13	<b>BAFO</b>	<b>Wed 4/4/07</b>	<b>Thu 4/12/07</b>	<b>7 days</b>
49	13.1	Request BAFOs from finalists	Wed 4/4/07	Thu 4/5/07	2 days
50	13.2	Receive and evaluate BAFO	Fri 4/6/07	Wed 4/11/07	4 days
51	13.3	Select winning vendor and distribute Notice of Intent to Award	Thu 4/12/07	Thu 4/12/07	1 day
52	14	<b>Contract Negotiations</b>	<b>Fri 4/13/07</b>	<b>Thu 5/31/07</b>	<b>35 days</b>
53	14.1	Develop the contract	Fri 4/13/07	Thu 5/3/07	3 wks
54	14.2	Negotiate contract	Fri 5/4/07	Thu 5/24/07	3 wks
55	14.3	Preparation of Award Memo	Wed 5/30/07	Wed 5/30/07	1 day
56	14.4	Contract Execution	Thu 5/31/07	Thu 5/31/07	1 day

